



# JOB POSTING

**Date:** September 23, 2021

**Competition:** #21-60

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## APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

<b>Position:</b>	<b>Instructor, Advanced Driving</b>
<b>Division:</b>	<b>Driver Education Centre, School of Public Safety</b>
<b>Location:</b>	<b>Pitt Meadows Campus</b>
<b>Reporting To:</b>	<b>Program Director, Driver Education Centre</b>

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### Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training, and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees, and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills, and abilities to excel at every stage of their careers and make a difference every day.

### Position Summary:

Driver Education Centre (DEC) at Justice Institute of British Columbia invites applications for the full-time position of Advanced Driving Instructor. You will become part of a dynamic faculty team committed to delivering high quality instruction. The successful applicants will instruct advanced driver courses at the Justice Institute Pitt Meadows campus.

### Primary Responsibilities:

#### Driver Education Centre Training

- Deliver Emergency Vehicle Operations to BC municipal police recruits, BC Sheriff recruits and other emergency services, Advanced Police Vehicle Operations, and Total Control Driving to public and private organizations;
- Work collaboratively with Lead Instructor and sessional faculty to deliver all advanced driver training within the pre-determined curriculum;
- Demonstrate and instruct advanced driving techniques on the road and closed-circuit training area;
- Provide direction to students, this includes monitoring and providing feedback on their course performance and supporting students as required.

#### Other Duties

- Course preparation, ensuring training resources such as vehicles, track set-up and other equipment is available and ready to go when required;
- Collaborate with Lead Instructor and mechanics to ensure repairs of vehicles and equipment is completed;
- Assist with keeping up-to-date vehicle maintenance records;
- Assist with reviewing and updating curriculum;

- Mentor new instructors/faculty;
- Other duties as required and/or assigned.

#### Qualifications:

- Prior experience working in emergency services is required (policing preferred);
- Must demonstrate advanced and precision driving skills at an expert level;
- Knowledge of the Motor Vehicle Act and traffic law is preferred;
- A Provincial Instructor Diploma (or equivalent) would be considered an asset for this position;
- A class 5/7 ICBC instructors license or willingness to obtain would also be considered an asset for this position.

#### Knowledge, Skills and Abilities:

- Excellent written and oral communication, interpersonal skills, and a desire to share knowledge with others;
- The ability to maintain a professional and effective working relationship with the students, clients, Sessional Instructors, Lead Instructor, and DEC staff;
- Excellent organizational and problem-solving skills with a proven ability to work independently but with the ability to apply/follow relevant program and institutional policies, procedures and guidelines;
- Demonstrated proficiency at the intermediate level in Microsoft Office applications, web browser applications and the use of mobile devices.

The instructional schedule and hours for this position are based on a set training calendar. Full time hours are 35 hours per week, however there may be opportunity for part-time, depending on the candidate.

We offer a total compensation package that includes a benefit plan, with Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer up to 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

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**Salary Range:** \$78,195 to 86,883 per annum (Fair Comparison Job Level P3) based on 35 hours per week

This position is under review to be determined for Exclusion

**Posting Date:** September 23, 2021

**Closing Date:** Open until filled

**Start Date:** January 3, 2022 (or earlier)

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #21-60 via email to: Human Resources at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact: Joan Glover, program Director, Driver Education Center, [jglover@jibc.ca](mailto:jglover@jibc.ca).

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

